

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** NOVEMBER 23, 2004

**CONTACT PERSON/PHONE:** EVA AGUILAR – (915) 562-4304

**DISTRICT(S) AFFECTED:** 2 & 3

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Our Lady of Guadalupe Church to hold a pilgrimage/walk on December 11, 2004 from 4:30 a.m. to 6:00 a.m. Route: Start at 4601 Hastings to Marr, turn right on Marr to Altura, turn left on Altura to Alabama, turn right on Alabama to Nashville, turn left on Nashville and finish at Our Lady of Guadalupe Church-2709 Alabama. Approximately 200 persons will take part. (Districts 2 & 3) [Eva Aguilar]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Building Permits & Inspections recommends approval for Our Lady of Guadalupe Church to hold a pilgrimage/walk on December 11, 2004. The department has no objection to this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: November 1, 2004

TO: CITY CLERK

FROM: Our Lady of Guadalupe Church  
Eva Aguilar  
2709 Alabama  
El Paso, Texas 79930

Telephone No. (915) 562-4304  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

November 23, 2004

Item should read as follows:

Our Lady of Guadalupe Church to hold a pilgrimage/walk on December 11, 2004 from 4:30 a.m. to 6:00 a.m. Route: Start at 4601 Hastings to Marr, turn right on Marr to Altura, turn left on Altura to Alabama, turn right on Alabama to Nashville, turn left on Nashville and finish at Our Lady of Guadalupe Church- 2709 Alabama. Approximately 200 persons will take part. (Districts 2 & 3) [Eva Aguilar]

SPECIAL INSTRUCTIONS:

04-153

BUILDING PERMITS & INSPECTIONS USE Item No. \_\_\_\_\_

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☒ PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

☒ TXDOT

☒ STREET DEPARTMENT

☒ CIVIC CENTER

☒ COMPLETE

**REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

Our Lady of Guadalupe church  
(Person/Organization)

Contact Person:

Eva Aguilar

Name

2709 Alabama EL PASO TX 79930 562-4304

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Pilgrimage / walk

(Moving)

☐ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: \_\_\_\_\_

(Stationary)

☐ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event:

December 11, 2004

Total Time of Event:

from 4:30 a.m. to 6:00 a.m.  
(Time) (Time)

Time in which police traffic control services will be needed:

from 4:30 a.m. to 6:00 a.m.

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

11/23

4. Approximate number of participants:

200 Persons           Vehicles           Animals           Other    Specify:       

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators:       

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

Church devotion.

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number:       

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

Depart from 4601 HASTINGS - WEST to MARR ST. RIGHT ON  
MARR ST., LEFT ON ALBUQUERQUE, RIGHT ON ALABAMA  
LEFT ON NASHVILLE, ARRIVE AT OUR LADY GPE

Location of assembly area, if separate or different:

Church - 2709 Alabama

#### IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes   X   No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

\_\_\_\_\_

\_\_\_\_\_

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:
- \_\_\_\_\_
- \_\_\_\_\_

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Signature of Applicant

Date

For

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event: OUR LADY OF GUADALUPE CHURCH PILGRIMAGE/WALK

\$15.75 Fee Paid: 32004000000001558  
\$21.00

City Council Hearing: NOVEMBER 23, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT**

EVENT: OUR LADY OF GUADALUPE CHURCH PILGRIMAGE/WALK

LOCATION 4601 HASTINGS, MARR, ALTURA, ALABAMA, AND NASHVILLE

DATE OF EVENT: DECEMBER 11, 2004 FROM 4:30 A.M. TO 6:00 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

4601 HASTINGS  
ST. ANTHONY'S SEMINARY

HASTINGS



MARR ST

ALTURA

ALABAMA

NASHVILLE



Our Lady of GPE.  
2709 Alabama



11/1/2004  
12:30:53PM

**Receipt #: 3200400000000001558**

**Date: 11/01/2004**  
**Station ID: 3**

**Line Items:**

Case No	Tran Code	Description	Revenue Account No	Amount Paid
	BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
Line Item Total:				\$15.75

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Check	OUR LADY OF GUADALUPE		6668		In Person	15.75
Payment Total:						\$15.75



For Office Use Only

Event: OUR LADY OF GUADALUPE CHURCH PILGIMAGE/WALK

\$15.75 Fee Paid: 320040000000001558  
\$21.00

City Council Hearing: NOVEMBER 23, 2004

Copy to:

<input checked="" type="checkbox"/> Police Department	<input checked="" type="checkbox"/> Engineering-Traffic Div.
<input checked="" type="checkbox"/> Fire Department <i>CJW 11/19/05</i>	<input type="checkbox"/> Highway Department
<input type="checkbox"/> Sun Metro	<input type="checkbox"/> Street Department
<input type="checkbox"/> Parks Department	<input type="checkbox"/> Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMIT

EVENT: OUR LADY OF GUADALUPE CHURCH PILGIMAGE/WALK

LOCATION 4601 HASTINGS, MARR, ALTURA, ALABAMA, AND NASHVILLE

DATE OF EVENT: DECEMBER 11, 2004 FROM 4:30 A.M. TO 6:00 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

Nov. 1. 2004 1:22PM

CITY OF EL PASO

No. 7520 P. 5/7

## For Office Use Only

Event: OUR LADY OF GUADALUPE CHURCH PILGRIMAGE/WALK\$15.75 Fee Paid: 32004000000001558

\$21.00

City Council Hearing: NOVEMBER 23, 2004

## Copy to:

☒ Police Department  
☒ Fire Department  
☐ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

*Sun Metro has no objection to  
the event.*

*L. Ryan 11/2*

**PERMIT**EVENT: OUR LADY OF GUADALUPE CHURCH PILGRIMAGE/WALKLOCATION 4601 HASTINGS, MARR, ALTURA, ALABAMA, AND NASHVILLEDATE OF EVENT: DECEMBER 11, 2004 FROM 4:30 A.M. TO 6:00 A.M.City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

## For Office Use Only

Event: OUR LADY OF GUADALUPE CHURCH PILGIMAGE/WALK\$15.75 Fee Paid: 32004000000001558  
\$21.00City Council Hearing: NOVEMBER 23, 2004

## Copy to:

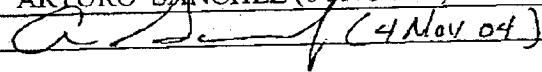
☒ Police Department  
☒ Fire Department  
☐ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

TRAFFIC HAS NO OBJECTIONS TO PROPOSED EVENT. TRAFFIC CONTROL  
BY POLICE OFFICERS.

ARTURO SANCHEZ (04 NOV 04)

 (4 Nov 04)PERMITEVENT: OUR LADY OF GUADALUPE CHURCH PILGIMAGE/WALKLOCATION 4601 HASTINGS, MARR, ALTURA, ALABAMA, AND NASHVILLEDATE OF EVENT: DECEMBER 11, 2004 FROM 4:30 A.M. TO 6:00 A.M.City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Our Lady of Guadalupe Church Pilgrimage/Walk

\$15.75 ☐ Fee Paid: 320040000000001558  
\$21.00 ☐ Date

City Council Hearing: November 23, 2004  
Date

Copy To:

☒ Police Department  
☒ Fire Department  
☐ Sun Metro  
☐ Parks Department

☒ Engineering - Traffic Div.  
☐ Highway Department  
☐ Street Department

**Comments:**

The El Paso Police Department has no objections with this event.

The Department will police the event with 6 officers and 6 vehicles.

Estimated cost to city: \$388.00 Estimated cost to applicant: \$212.00

PR 04-153

PERMIT

EVENT Our Lady of Guadalupe Church Pilgrimage/Walk

LOCATION: 4601 Hastings, Marr, Altura, Alabama, and Nashville

DATE OF EVENT: December 11, 2004 from 4:30 A.M. to 6:00 A.M.

CITY COUNCIL ACTION: Approve Disapprove Approve w/ Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
Building Permits & Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



November 9, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

Our Lady of Guadalupe Church  
Eva Aguilar  
2709 Alabama  
El Paso, Texas 79930

FROM: Building Permits & Inspections

SUBJECT: Application for use of City Streets/Sidewalks (in connection with a  
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on November 23, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

**REQUEST:**

Our Lady of Guadalupe Church to hold a pilgrimage/walk on December 11, 2004 from 4:30 a.m. to 6:00 a.m. Route: Start at 4601 Hastings to Marr, turn right on Marr to Altura, turn left on Altura to Alabama, turn right on Alabama to Nashville, turn left on Nashville and finish at Our Lady of Guadalupe Church-2709 Alabama. Approximately 200 persons will take part. (Districts 2 & 3) [Eva Aguilar] Permit#: 04-153

**RESPONSES:**

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objections with this event. The Department will police the event with 6 officers and 6 vehicles. Estimated cost to city: \$388.00. Estimated cost to applicant: \$212.00. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

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**R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR**

#2 Civic Center Plaza, 5<sup>TH</sup> Floor, El Paso, Texas 79901  
915.541.4557 Telephone • 915.541.4814 Fax • [www.elpasotexas.gov](http://www.elpasotexas.gov)